

**2015 Statement of Economic Interests – Form 700  
Filing Officer Informational Fact Sheet  
Multi-County Agencies**



## FPPC Contacts

*For filing officer information:*

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**Annual Deadline: April 1, 2015**

**Date stamp all statements as they are received!**

Forward original statements required to be filed with the FPPC (generally the head of your agency and board and commission members) **by April 6, 2015** to:

Fair Political Practices Commission  
428 J Street, Suite 620  
Sacramento, CA 95814

**Do not forward original statements to the FPPC unless your conflict-of-interest code specifically requires you to do so.**

This information is typically located in the second paragraph of the first page of your agency's conflict of interest code.

*Answers to reporting questions:*

Use: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

*Training Seminars and Webinars:*

Continue to check for dates and locations:  
<http://www.fppc.ca.gov/index.php?id=359>

## Your Checklist

*For all statements:*

- Notify filers about the deadline (may provide email notification). **Be sure to provide filers with a copy of their disclosure categories from your agency's conflict of interest code.**
- **Date stamp all statements.**
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)

*For original statements that you forward to the FPPC:*

- Forward assuming office, leaving office, and candidate statements to the FPPC **within five days** of the filing deadlines.
- Keep copies for four years. (Sec. 81009)

*For original statements that you **do not** forward to the FPPC:*

- Keep originals for seven years. (Sec. 81009)
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Continue to monitor when assuming office, leaving office, and candidate statements should be filed.

- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines for Form 700 Filing Officers on our website for guidance.

## ➤ Gift Limit

The gift limit for 2015/16 is \$460 which will remain in effect until December 31, 2016. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on our website.

## FAQs

**Q** – A board member is already filing a statement for her position as a city council member. Must she file a statement for her position on a multi-county agency?

**A** – Yes, because the jurisdiction and disclosure requirements for the multi-county position are different, she must either file an expanded statement for both positions or file a separate statement for the multi-county agency. Instructions for completing expanded statements are included in the Form 700.

Advice E-mail: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
FPPC Toll-Free Helpline: 866/275-3772  
Jan/2015

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**Q** – Is it permissible to accept a Form 700 that was filed electronically on a city or county approved program and emailed to our agency?

**A** – No. At this time the Political Reform Act does not permit an e-filed statement for one agency to also be accepted by an agency that does not have an approved program.

Generally, the official must print a copy of the statement, ensure that it is expanded to include the multi-county agency disclosure, sign/date the verification with a “wet” signature and deliver the statement to your agency.

**Q** – I have a filer on military leave. Do I send the Form 700 overseas for the filer to complete?

**A** – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file his/her annual statement upon returning.

**Q** – Is an amendment request necessary if the “total number of pages” line on the Cover Page is left blank?

**A** – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

**Q** – Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?

**A** – No. As long as there was not a break in service of 30 days or more, the person will continue to file annual statements.

**Q** – A newly appointed commissioner assumed office on October 15, 2014, and filed an assuming office statement. Must he file an annual statement on April 1, 2015?

**A** – No, any filer who assumed office between October 1 and December 31, 2014, and filed an assuming office statement does not need to file an annual statement until April 1, 2016. The period covered on the newly appointed planning commissioner’s statement will be October 16, 2014, through December 31, 2015.

**Q** – The executive director for a multi-county agency is required to file a Form 700. He left office and filed a leaving office statement. An interim executive director has been hired from outside the agency. Are persons serving in interim positions required to file statements?

**A** – Yes, persons serving in interim positions must file statements in the same manner as if they were holding the positions permanently.

**Q** – A board member appoints a designee to serve when she cannot attend a meeting. Must the designee file a Form 700?

**A** – Yes, the designee must file an assuming office statement.

**Q** – My filers make a lot of mistakes on Parts 1 through 3 of the Cover Page. May I complete that information for them?

**A** – Yes, so long as you do so prior to having them complete their schedules. Once they have signed the form, you cannot make any changes to their statement. Any amendments must be completed by the filer on the appropriate amendment schedule. If you do complete the cover page, please do not use acronyms when listing agency names.